



Managing WorkSafe Site Visits Procedure

1. Guiding Principles

The WA Country Health Service (WACHS) aims to resolve all safety and health issues promptly and effectively in accordance with statutory obligations imposed by the Occupational Safety and Health Act 1984 and has developed this procedure to enable prompt effective action in the event of a site visit by a WorkSafe inspector and any issue of a Notice.

This procedure should be read in conjunction with the WACHS [Managing WorkSafe Notices Procedure](#).

WorkSafe inspectors are to be shown due respect and cooperation whilst they attend a WACHS workplace. It is an offence under the Act to impede, obstruct, abuse, mislead or otherwise interfere with an inspector in the performance of their functions under the Act. Such behaviour may also contravene the WA Health Code of Conduct and may result in disciplinary action.

2. Procedure

2.1 Powers of an Inspector

WorkSafe inspectors have the power under the Act to issue improvement notices and prohibition notices as a result of a workplace visit, which may occur for the following reasons:

- WorkSafe campaign
- Employee/ employer request
- Review of reportable incidents under the Act
- Random visits or
- Compliance check.

The ***Occupational Safety and Health Act 1984*** grants prescribed powers to WorkSafe inspectors. An inspector may:

- a) at all reasonable times of the day or night, enter, inspect and examine any workplace
- b) enter any workplace at any other time that the performance of their functions under the Act requires such entry
- c) when entering any workplace, take with them such materials and equipment as they consider appropriate
- d) conduct such examination and inquiry as they consider necessary to ascertain whether there has been compliance with the Act
- e) examine any plant, substance or other thing whatsoever at the workplace
- f) provide information to any person for the purpose of facilitating compliance with the Act

- g) take and remove samples of any substance or thing without paying for it
- h) take possession of any plant or thing for further examination or testing or for use as evidence
- i) take photographs and measurements, and make sketches and recordings
- j) require the production of, examine, and make copies or extracts of, any document
- k) require that the workplace, or any part of it, be left undisturbed for as long as is specified in the requirement
- l) interview any person who is or may have worked at the workplace in the preceding three years
- m) require any person whom the inspector interviews to answer any questions put to them and, where the inspector deems appropriate, verify such answers by statutory declaration
- n) require any person to state their name and address
- o) require the employer or any person who works at a workplace to render such assistance to the inspector as the inspector considers necessary
- p) exercise such other powers as may be conferred on them by the regulations.

2.2 Notification of Visit by Inspector

The Act prescribes the following actions to be taken by an inspector during a work place visit:

- On entering a workplace an inspector is required to notify their presence to any relevant employer
- On entering a workplace an inspector is required to notify their presence to any safety and health representative (SHR)
- Upon completing an inspection of a workplace, an inspector shall notify any relevant employer and SHR or the Occupational Safety and Health Committee of any action they have taken and any further action they require to be taken as a result of the inspection
- Where the inspector takes any photograph or makes any sketch or recording of a workplace, they shall inform the employer and any relevant SHR of the fact, and where the items may be inspected.

2.3 Process for Addressing Site Visits by a WorkSafe Inspector

The WorkSafe inspector notifies presence at site to the responsible person. The responsible person is to:

- Notify the relevant SHR of the presence of an inspector and asks them to attend immediately
- Notify the Regional Director (or delegate) of the presence of an inspector and initiate any site instruction pertinent to managing WorkSafe site visits. For example, some regions have a process where the maintenance officer or operations manager also attends the inspector
- Meet the inspector in order to ascertain the purpose of the visit and likely duration of the inspection

- Make such arrangements as are appropriate to ensure service delivery is unaffected
- Accompany the inspector, where possible, during the inspection in order to respond to or clarify queries made by the inspector.

The WACHS [Managing WorkSafe Notices Procedure](#) is to be consulted in the event the inspector issues a notice requiring certain actions to be taken to rectify compliance breaches, identified during the visit.

3. Definitions

Improvement Notice	Is a written direction issued by a WorkSafe inspector requiring a person to fix something which is believed to not be in compliance with the Act or Regulations.
Prohibition Notice	A prohibition notice will be issued where the inspector is of the opinion that there is a risk of imminent and serious injury or harm to the health of a person. This is a written direction that prohibits the relevant activity from continuing.
Provisional Notice	A provisional notice is similar to an improvement notice, except it is issued by a SHR.
Responsible Person	In the context of this procedure means: <ul style="list-style-type: none">- the line manager;- the person in control of the workplace, where this is not the line manager.

4. Roles and Responsibilities

All Staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

5. Compliance

This procedure is a mandatory requirement under the *Occupational Safety and Health Act 1984*.

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

7. Evaluation

Each region is to maintain a record of the details of any notices issued by a WorkSafe inspector.

The Regional OSH Coordinator is to provide a monthly report to the Work Health and Safety Manager or their delegate, advising:

- Region/site
- Notice number
- Date issued
- Description of breach
- Details of actions
- Responsible person
- Related documents
- Date completed.

Regional safety risk profiles should reflect the compliance issues identified through the issue of notices.

8. Legislation

[Occupational Safety and Health Act 1984](#)

9. Related Policy Documents

WACHS [Managing WorkSafe Notices Procedure](#)

**This document can be made available in alternative formats
on request for a person with a disability**

Contact:	Principal OSH Consultant (J.Wilkes) /Manager Workplace Safety and Health (K.McClean)		
Directorate:	Business Services	EDRMS Record #	< Policy Unit only >
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